



**CITY OF LONG BEACH  
GAS & OIL DEPARTMENT  
EMPLOYMENT OPPORTUNITY  
SECRETARY (UNCLASSIFIED)  
\$18.31 - \$25.023 per hour**

### THE POSITION

The Long Beach Gas and Oil Department (LBGO) has an immediate opening for a Secretary in the Engineering and Construction Bureau. This position serves as the primary administrative support for the Bureau Manager, and provides assistance to bureau administrative staff. The position reports to the Engineering and Construction Bureau manager.

### EXAMPLES OF DUTIES

- Provide secretarial and administrative support to the Engineering & Construction Bureau;
- Compose, edit and/or type letters, memoranda, and other written correspondence;
- Create spreadsheets, forms, flyers, and other materials as needed;
- Schedule meetings and appointments and transcribe meeting minutes;
- Receive and respond to customer inquiries and complaints;
- Coordinate and arrange business travel for bureau staff;
- Prepare, process, and track expense reports and reimbursements, imprest cash vouchers, requisitions, and purchase orders;
- Review and assist with weekly submission and audit of bureau timesheets and maintain calendar of bureau time-off requests;
- Prepare and track Technology Service Requests;
- Assist with new employee selection processes including scheduling interviews, preparing interview packages, collecting interview/rating documentation, and conducting employment reference checks;
- Coordinate, edit, and track Council Letters, contracts and agreements to ensure proper grammar, appropriate context and compliance with current templates;
- Prepare, process, distribute, and/or maintain Employee Incident reports;
- Track completion and submission of completed employee performance appraisals for bureau staff;
- Assist bureau staff with project-related clerical needs, such as copying, scanning, faxing, mailing, or shipping; and,
- Other related duties as required

### APPLICATION PROCESS

Interested applicants must submit a cover letter along with a completed application for employment.

Submissions will be limited to the first 25 qualified applicants, or those received no later than 4:30 pm on Friday, September 2, 2016, whichever occurs first. Candidates determined to be best suited for the position will be invited to participate in the selection process. The selection process will include an interview and computer/writing skills assessment test.

Online applications will be accepted at:

<http://agency.governmentjobs.com/longbeach/default.cfm>

### MINIMUM REQUIREMENTS:

- High school diploma or equivalency;
- A minimum of three years of progressively responsible secretarial/clerical experience;
- Possession of a valid California driver license.

### THE IDEAL CANDIDATE WILL DEMONSTRATE:

- Excellent written, oral and interpersonal skills
- Ability to work effectively and independently within a team environment;
- Ability to handle confidential matters;
- Ability to maintain a positive work/office environment;
- Strong organizational skills;
- Excellent user/proficiency with a wide range of software, including Word, Excel, Power Point, Internet and Microsoft Outlook;
- Ability to make accurate mathematical computations;
- Ability to manage multiple assignments and prioritize based on urgency;
- Ability to consistently produce a professional work product in a timely manner;
- Ability to work flexible hours, including overtime when required;

*This information is available in an alternate format by request to the Long Beach Gas & Oil Personnel Services Division at (562) 570-2043. If you require an accommodation because of a disability to participate in any phase of the selection process, please contact the Personnel Division.*

**THE LONG BEACH GAS & OIL  
DEPARTMENT IS AN EQUAL  
OPPORTUNITY EMPLOYER THAT  
VALUES & ENCOURAGES  
DIVERSITY IN ITS WORKFORCE.**